

SCDC is looking for a dynamic team member to serve in the role of

ADMINISTRATIVE ASSISTANT

DUTIES INCLUDE:

- Accounts payable/receivable
- Prepare SCDC Insider & Community Calendar
- Preparing monthly financial statements
- Preparing bills to be paid
- Filing and record keeping
- Must be experienced with Microsoft Office
- Experience with Quick Books preferred
- Excellent time management skills and ability to multi-task
- Excellent Public Relationship Skills
- Other duties as assigned

JOB DESCRIPTION IS AVAILABLE AT : WWW.SHELDONIOWA.COM

POSITION OPEN UNTIL FILLED



Sheldon
Chamber &
Development
Corporation

PLEASE SEND RESUME TO:
Sheldon Chamber
& Development Corporation
Attn: Curt Strouth
P.O. Box 276, Sheldon, IA 51201
Phone 712-324-2813
cstrouth@cityofsheldon.com